

**Job Title:** Assessor

**Salary:** BS 22 – 25 (Bar) 26 -29

**Reports to:** Curriculum Area Manager

## **JOB DESCRIPTION**

### **Key Responsibilities:**

- To lead work-based training and assessment of students to include appropriate record keeping, continuous assessment and ensuring individuals achieve agreed goals within the specified MDF.
- To recruit candidates onto appropriate courses as agreed with Line Manager.
- Liaison with local and national practitioners to ensure vocational relevance and to attend regular college training events as identified by the Manager.
- To ensure that individual learning plans are drawn up for each candidate and to monitor adherence thereof with candidates and employers, including identifying additional learning needs.
- To facilitate relevant underpinning knowledge to fill candidate skills gaps as appropriate.
- To work as a member of a team to standardise assessment methods and to develop innovative, accelerated models of assessment where appropriate.
- To ensure that all candidates are visited once a month in line with the individual learning agreement or any contract arrangements, and that candidates are given appropriate support and feedback on assessment decisions.  
To ensure that monthly progress updates are forwarded to your Line Manager and that candidate progress adheres to specified time-frames.
- Act as a member of the work-based learning team to ensure that current trends and practices are imparted to candidates and employers in an efficient and effective manner.
- To work closely with the Line Manager on all aspects of provision and to attend regular team meetings.
- To work as a member of a team to internally verify candidate portfolios and to ensure that portfolios of assigned candidates are verified at regular intervals.
- To deliver workshops as / when applicable, by negotiation with the Line Manager, ensuring training meets standards as set by college and awarding bodies.
- To encourage the use of college facilities by both candidates and employers.  
Maintain regular communication with clients to ensure good relationships.  
Act as a conduit between employers and the college ensuring that all business leads are referred to Head of Workforce Skills.

## General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures, and take specific responsibility for the College's commitment to diversity, equality of opportunity, and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Relevant occupational qualification at an appropriate level.</li> <li>If not held, be willing to work towards and successfully achieve a TDLB D32, D33/ A1 qualification within an agreed timescale.</li> <li>General education to minimum level 2 or above to include English, Maths and IT</li> </ul>	<ul style="list-style-type: none"> <li>TDLB D32, D33/ A1</li> <li>Hold an Internal Verification qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of assessing work based practice</li> <li>Experience of working in an appropriate professional field</li> <li>Understanding of the QCF Diploma framework</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the QCF Diploma framework</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Able to work accurately towards targets and deadlines.</li> <li>Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to meet and greet in welsh for the purpose of providing customer service.</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work effectively with students, staff and external customers</li> <li>Approachable, flexible and professional manner</li> <li>Able to use initiative at all times</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>Ability to make own arrangements to travel to specific off-site venues.</li> <li>Suitable to work with children and vulnerable adults.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>